



Job Title	Head of Service	Service Area	
Grade	HAY	Organisation	Children's Trust

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential	N/A	How identified
1. Qualifications			
What does the job require in the way of: - Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. Consider carefully whether these are absolutely necessary.	Educated to degree level in a relevant subject Recognised management qualification (level 5) At least 5 years senior management experience	<input type="checkbox"/>	Formal possession of an appropriate qualification to be verified at interview or from records.
2. Experience			

<p>What does the job require in the way of: - Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?</p>	<p>Significant senior management experience in a managing and delivering major complex programmes of work</p> <p>Significant experience of providing leadership and direction, gaining the respect and support of leading key stakeholders such as Board members, elected members, partners, senior managers and staff</p> <p>Senior management experience of initiating, developing, implementing and evaluating major policy initiatives and organisational change programmes, demonstrating the capacity to think strategically and develop innovative and practical responses to a range of management and service issues.</p> <p>Experience of managing and understanding financial issues related to local authorities including participation in the formulation of financial objectives, complex budgets and strategies in relation to achieving services objectives.</p>	<input type="checkbox"/>	<p>Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.</p>
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3. Training

<p>What does the job require in the way of: -</p> <p>Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, inter-personal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.</p>	<p>Willingness to undertake relevant to the post.</p> <p>Commitment to own Continuous Professional Development and learning.</p> <p>Ability to identify own training needs.</p>	<input type="checkbox"/>	<p>Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.</p>
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4. Special Knowledge

<p>What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?</p>	<p>Knowledge of national and local policy contexts that affect services for children and families, including legislation.</p> <p>Knowledge and application of relevant operational policies, statutory regulations and government guidance</p> <p>A sound understanding of what constitutes effective delivery of complex programmes Knowledge of IT systems.</p>	<input type="checkbox"/>	<p>Qualifications held and demonstration of knowledge at interview.</p>
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5. Circumstances (personal)

<p>What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.</p>	<p>Ability to work flexibly outside core hours to include evening and weekend working.</p>	<input type="checkbox"/>	<p>Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.</p>
<p>6. Disposition</p>			
<p>How far does the job require: - Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.</p>	<p>The ability to manage and motivate the Teams including the effective monitoring of performance.</p> <p>Proven ability in relating to, engaging, negotiating with and influencing a wide range of audiences, and build positive relationships with key stakeholders.</p> <p>The ability to promote diversity, tackle discrimination and the barriers that prevent equal access and to pursue an organisational commitment to equality of opportunity in service improvement and employee management.</p>	<input type="checkbox"/>	<p>Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.</p>
<p>7. Practical and Intellectual Skills</p>			
<p>What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?</p>	<p>Possession of a broad range of highly development management skills including a demonstrable ability to lead, motivate and develop individuals and groups of employees in a multi-disciplinary environment.</p> <p>A track record of translating organisational vision into solid, measurable achievement.</p>	<input type="checkbox"/>	<p>Performance in related selection process.</p>
<p>8. Legal Requirements</p>			
<p>Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?</p>		<input type="checkbox"/>	<p>Application form and interview questioning and references.</p>

THE REMAINING SECTIONS ARE FOR THE APPLICANT'S INFORMATION ONLY.

(Managers please refer to Safeguarding Documents available on HR Intranet and Schools VO Pages before completing details below)

9. Disclosure and Barring Service (DBS) Requirements:				
	Adults		Children	Neither
In line with the Employer's Safeguarding responsibilities, who is this position providing a service to? (please ✓ as appropriate):	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/> DBS check is not required Please continue to the next section.
For Positions working with Children	Yes	No	Notes	
Is the position (a) working in a Specified place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes is answered for (a) and/or (b) then the Frequently or Intensive test (c) must also be met in order for the position to be subject to an Enhanced DBS check with a check against the Children's Barring list.	
(b) working in an "Unsupervised Activity"?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
(c) if yes is answered for (a) and/or (b), is the Frequently or Intensive test met?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
For Positions working with Adults	Yes	No	Notes	
Is this position working with an Adult providing:	<input type="checkbox"/>	<input type="checkbox"/>	If yes is answered to any of the services listed (on the left) an Enhanced DBS check with a check against the Adult's Barring list is required. Please note: There is no "frequency" test. If none of the services listed (on the left) are undertaken as part of the post no DBS check is required.	
– health care	<input type="checkbox"/>	<input type="checkbox"/>		
– personal care	<input type="checkbox"/>	<input type="checkbox"/>		
– social work	<input type="checkbox"/>	<input type="checkbox"/>		
– assistance with cash, bills and/or shopping	<input type="checkbox"/>	<input type="checkbox"/>		
– assistance in the conduct of a person's own affairs	<input type="checkbox"/>	<input type="checkbox"/>		
– conveying or	<input type="checkbox"/>	<input type="checkbox"/>		
– day to day supervision of a person carrying out any of the above activities	<input type="checkbox"/>	<input type="checkbox"/>		

10. Main Physical Activities/ Requirements of the Post.

Please ✓ if activity requires to be undertaken.

The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities

Lifting/manual handling/client handling	<input type="checkbox"/>	Prolonged standing or sitting	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	Work with vibrating tools/machinery	<input type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	Bending	<input type="checkbox"/>
Working outdoors	<input type="checkbox"/>	Manual cleaning /domestic duties	<input type="checkbox"/>
Agricultural/gardening work	<input type="checkbox"/>	Food Handling	<input type="checkbox"/>
Work requiring respirators or masks	<input type="checkbox"/>	Rotating shift work or night work	<input type="checkbox"/>
Work requiring hearing protection	<input type="checkbox"/>	Driving Duties HGV/LGV/ Minibus/Passenger carrying	<input type="checkbox"/>
Work with skin irritants/allergens/respiratory irritants/fine particles	<input type="checkbox"/>	Any other driving duties	<input type="checkbox"/>
Use of computers	<input type="checkbox"/>	Using restraint	<input type="checkbox"/>
		High mental stress content	<input checked="" type="checkbox"/>
Other main physical activities not listed above			

11. Pre-employment/placement Medical

A pre-employment/placement medical assessment with Occupational Health is required for any employee who is undertaking a safety critical post.

A safety critical post is one that is likely to be exposed to:-

- Noise (e.g. gardeners using mowers and highways road workers)
- Vibration
 - Hand/arm vibration (e.g. gardeners using blowers and/or strimmers, road workers, arborists, cleaners using buffers and countryside workers)
 - Whole body vibration (e.g. tractor drivers)
- Hazardous substances (i.e. solvents, fumes, dusts, biological agents and other substances hazardous to health) (e.g. School Design and Technology Technicians)

Also, the following posts: Mini Bus Drivers, Trading Standards Officers, Vehicle Mechanics, School Crossing Patrol Operatives and employees working with asbestos require a pre-employment/placement medical.

Night workers (e.g. care workers and concierge staff) will be given the option to receive pre-employment/placement screening if they are offered the position.

Having reviewed the criteria outlined in Section 11 does this post require a pre-employment / placement medical assessment with Occupational Health?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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12. Sickness Absence and Disability	Criteria	How Identified
<p>What does the job require in the way of a satisfactory sickness absence record?</p> <p>This criteria has been included on this specification for the candidate's information only.</p>	<p>Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the 6 months period prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.</p>	<p>This Information will be only obtained from the successful candidate after conditional offer of employment has been made.</p>